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### THE JUNIOR CAREER DEVELOPMENT PROGRAM

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Rescissions: (1) [ ] dated 30 June 1955  
(2) [ ] dated 14 September 1955

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#### 1. GENERAL

- a. This regulation prescribes Agency policies, responsibilities, and procedures governing the administration of the Junior Career Development Program. This Program is established in the Agency to encourage and provide opportunities for selected individuals to participate in developmental activities which are compatible with their Career Development Plans and also with the present and future requirements of the Agency. The objective of this Program is to ensure that there shall be in the Agency a continuously available reservoir of individuals extensively and intensively acquainted with Agency activities.
- b. Implementation of the Junior Career Development Program is accomplished by utilization of a limited number of positions, known as Career Development Positions, established for career

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
~~DECLASSIFIED~~  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 19/06/11 REVIEWER: [ ]

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development activities. Individuals selected for the Junior Career Development Program are assigned without change of Service Designation to these positions and are under the administrative jurisdiction of the Director of Personnel while participating in the Program.

2. POLICY

- a. The Junior Career Development Program provides for the systematic indoctrination and development, through planned assignment, training, and rotation of those junior employees who have been identified as possessing the capacity and potential to profit especially from such activity. These activities will be consistent with the needs of the Agency.
- b. Career Development Positions are established within the Office of Personnel for the purpose of providing training and rotational assignments conducted in support of the Agency's overall mission.
- c. Individuals assigned to Career Development Positions are selected, guided, and counseled by the Career Development Committee and are assigned to such positions for periods of at least six months but not normally exceeding two years. In unusual cases, assignments to Career Development Positions may be made with an expected duration of three years or more or may be curtailed if the Career

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Development Committee considers such action is justifiable in terms of Agency requirements for personnel.

- d. An individual participating in the Junior Career Development Program will be a member of the CIA Career Staff, or if he has not completed the three-year provisional period will evidence his intention to become a member by signing an application for membership in the CIA Career Staff. Such an application will be processed in accordance with [ ] when the individual concerned has completed his provisional period.
- e. Participation in the Junior Career Development Program neither precludes nor guarantees promotion. An individual should expect to progress as rapidly as other individuals of comparable grade and ability not participating in specialized developmental activity. Any recommendation for promotion will be initiated by the Career Development Committee with the concurrence of the Head of the Career Service having jurisdiction over the individual, as evidenced by his Service Designation.
- f. The next assignment of individuals completing the planned specialized development in the Junior Career Development Program will be a

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matter for consideration by the Career Development Committee.

Although participation in the Junior Career Development Program will represent no assurance to the individual of assignment to any particular position, those satisfactorily completing this Program will be assigned to positions utilizing the experience and training acquired by such participation.

3. CAREER DEVELOPMENT COMMITTEE

The Career Development Committee is composed of the following: the Director of Personnel, Chairman; the Director of Training; and two other members, one each to be appointed by the Deputy Director (Plans) and the Deputy Director (Intelligence). The Deputy Director of Personnel for Planning and Development is Executive Secretary to the Committee.

4. RESPONSIBILITIES

a. THE CAREER DEVELOPMENT COMMITTEE

The Career Development Committee is responsible for general administration of the Junior Career Development Program. This responsibility includes, but is not limited to selection of participants, approval of their proposed Career Development Plans, review and evaluation of their progress, submission of periodic reports on the status of the Program to the CIA

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Career Council, and initial placement of the individual after completion of his participation in the Program.

b. THE DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for providing administrative support to individuals assigned to Career Development Positions, for arranging for the participation of such individuals in the Program, after consultation with them, and for reporting to the Heads of the appropriate Career Services on the progress of individuals in the Program.

c. THE DIRECTOR OF TRAINING

The Director of Training is responsible for informing the Career Development Committee of the development and progress of individuals in the Junior Career Development Program who are participating in formal internal or external training activities.

5. ELIGIBILITY CRITERIA

To be considered for entrance into the Junior Career Development Program an individual must:

- a. Be a staff employee;
- b. Be between the ages of 25 and 34, inclusive;
- c. Hold a grade within the range GS-7 through 12;

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- d. Have at least two years' prior CIA service, preferably three;
- e. Have preferably completed a training course in basic intelligence; and
- f. Possess at least a bachelor's degree from an accredited college or university or its equivalent in terms of either satisfactory Agency experience or a combination of formal education and such experience.

6. APPLICATION AND SELECTION PROCEDURES

a. APPLICATION AND NOMINATION

- (1) Heads of Career Services will nominate especially qualified individuals for the Program by requesting them to submit applications. In addition, any staff employee who meets the eligibility criteria may apply for entrance into the Program.
- (2) Each applicant will submit a copy of his Career Development Plan as a part of his application. This Plan covering proposed activity for a two to five year period will serve as a basis of discussion with the individual during the selection, processing, and the programming of developmental activity if the individual is selected.

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- (3) Each application will be forwarded through official channels to the Head of the appropriate Career Service who will append his comments and recommendations. If the applicant is officially assigned to the area of jurisdiction of one Operating Official\* and has the Service Designation of another, the appropriate Operating Official will also append his comments and recommendations.
- (4) The application will be forwarded by the Head of the Career Service concerned to the Chairman, Career Development Committee whether the comments and recommendations are affirmative or negative.

b. SELECTION AND REVIEW

- (1) The Career Development Committee will make its review and base its selection on the applicant's over-all suitability for the Program as determined by the following:
- (a) Possession of basic eligibility qualifications.

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\* Operating Officials include: Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under jurisdiction of the Deputy Director (Intelligence); Chiefs of Staffs, the Comptroller, the General Counsel and Directors of Offices under the jurisdiction of the Deputy Director (Support).

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- (b) Evaluation of data in applicant's Official Personnel Folder which must contain a current Fitness Report.
  - (c) Personal interview by the Committee or its designees which will include a discussion of the applicant's proposed Career Development Plan.
  - (d) Training evaluations.
  - (e) Assessment by the Assessment & Evaluation Staff of the Office of Training if requested by the Committee.
  - (f) Any special reports which the Committee may request from the Director of Security or Chief, Medical Staff.
- (2) The following steps take place in the selection of an individual for participation in the Program:
- (a) Upon receipt in the Office of Personnel, the application is acknowledged by a memorandum to the individual through his Career Service.
  - (b) The individual is scheduled for the Professional Employees' Test Battery given by the Office of Training. (If he has already undergone this testing, this step may be waived.)
  - (c) The individual is next scheduled for an interview by a Working Committee. The Working Committee is composed of the Deputy Director of Personnel for Planning and Development, Chairman; the Chief, Development Staff, Office of

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- Personnel; and the Chief, Junior Officer Training Program, Office of Training. A Placement Officer, serving the operating component to which the individual is assigned, acts as advisor to the Working Committee.
- (d) After the individuals have been interviewed, the Working Committee, with due consideration for test results, supervisory comments, and other available personnel data, screens the applications to determine which of the applicants are to be scheduled for assessment by the Office of Training and for examination by the Medical Staff.
- (e) When results of all processing are submitted, the Working Committee reconvenes and makes its recommendations.
- (f) The Career Development Committee determines which of the applicants are to appear for a final interview, and then meets to take final action on all applications.
- (g) The Career Development Committee then notifies each participant of the disposition of his application.

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- (3) Selections are made by the Career Development Committee on a quarterly basis from among those individuals whose applications are received by the Chairman on or before the last working day of each quarter (last working day of the months of March, June, September, and December).

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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